

**APPLICATION FOR TOBACCO SALES CERTIFICATE**

State Form 51357 (6-03)

Approved by State Board of Accounts, 2003

INDIANA ALCOHOL & TOBACCO COMMISSION

302 W. Washington Street, Rm. E114

Indianapolis, Indiana 46204

Tobacco Enforcement: (317) 234-4315

Web page: <http://www.IN.gov/atc>**STEP 1. GENERAL INFORMATION**

Name of Business Entity		Business telephone number		E-mail address	
Address where tobacco products are sold (<i>number, street & room #</i>)		City	County	State	Zip
Mailing Address (<i>if different than business</i>)		City	County	State	Zip
DBA	Check one: <input type="checkbox"/> Renewal <input type="checkbox"/> Original application		Certificate number (<i>if renewal</i>)		Certificate Expiration (<i>if renewal</i>)

STEP 2. BACKGROUND

<input type="checkbox"/> Yes	<input type="checkbox"/> No	Do you understand that it is against Indiana law to sell a tobacco product to someone under 18 years of age?
<input type="checkbox"/> Yes	<input type="checkbox"/> No	Do you understand that under Indiana law access to tobacco vending machines is illegal to people under 18 years of age?
<input type="checkbox"/> Yes	<input type="checkbox"/> No	Do you understand that under Indiana law you must post the proper tobacco signage depending on what type of tobacco vendor you are?
<input type="checkbox"/> Yes	<input type="checkbox"/> No	Do you understand that the identification of anyone that appears under the age of 26 should be checked before selling them a tobacco product?
<input type="checkbox"/> Yes	<input type="checkbox"/> No	Do you understand that valid forms of identification include the following government issued IDs: a Drivers License, a State Issued ID card, a US Passport, a US Military ID card, and a US Immigration card?
<input type="checkbox"/> Yes	<input type="checkbox"/> No	Do you understand that cigarettes have to be sold in a pack or carton and that selling single cigarettes is illegal?
<input type="checkbox"/> Yes	<input type="checkbox"/> No	Do you understand that the penalty for violation of certain tobacco laws can be a fine of up to \$500.00 for each violation?
<input type="checkbox"/> Yes	<input type="checkbox"/> No	Do you understand that if you sell tobacco products without a valid certificate, you may be fined up to \$10,000?
<input type="checkbox"/> Yes	<input type="checkbox"/> No	Do you understand that your tobacco certificate must be renewed every three (3) years?
<input type="checkbox"/> Yes	<input type="checkbox"/> No	Do you understand that a new business selling tobacco may not operate within 200 feet of a public or private elementary or secondary school?
<input type="checkbox"/> Yes	<input type="checkbox"/> No	Do you understand that the Indiana cigarette fair trade law must be followed at all times?
<input type="checkbox"/> Yes	<input type="checkbox"/> No	Do you understand that tobacco sales certificates must be posted in accordance with Title 905 of the Indiana Administrative Code?

STEP 3. FEE AND PAYMENT SCHEDULE

There is a \$200 Fee for a 3 Year Certificate. You may apply in person, by mail, or online.
Payment by mail may be by money order, business check, or certified check. **DO NOT SEND CASH OR PERSONAL CHECKS.**
Apply online at <http://www.IN.gov/atc> and pay with MasterCard or Visa.

STEP 4. SIGNATURE AND AFFIRMATION

I certify that this application was completed by myself. I affirm under penalty of perjury that all information provided on this form is true and correct. I understand that it is a felony under Indiana law to misrepresent or falsify any portion of this application.	
Signature of applicant	Date signed (<i>month, day, year</i>)